

## *DRAFT*

### **BOARD OF LIBRARY, ARCHIVES AND PUBLIC RECORDS**

November 08, 2005

10:00 A.M.

Historic Senate Chamber, Arizona Capitol Museum

Bennett: Board of Library, Archives and Public Records is called to order.

#### **Introductions**

Bennett: First item on the agenda is Introductions. I'm Senator Bennett. This is Senator Mitchell and Representative Brown. We, unfortunately, do not have Speaker Weiers with us today. He is out of the country. The four of us comprise the Library Board, and we thank all of you for being here today.

#### **Adoption of Minutes – February 2005**

Bennett: First motion is to adopt the minutes of February's meeting. Representative Brown.

Brown: I move we adopt the minutes of the meeting.

Bennett: Is there a second to that motion?

Mitchell: Second

Bennett: Motion has been seconded. Any discussion? All those in favor of adopting the minutes of the February 2005 meeting please say Aye.

Board: Aye

Bennett: Any opposed, Nay. Ayes do have it. Do have and so ordered.

#### **Director's Report**

Bennett: Next item is the Director's Report. GladysAnn would you like to present that to the Board please?

Wells: Thank you very much. Mr. President, I'm sorry the Speaker couldn't be here also. I'm very happy that I may be able to brief some of his key staff tomorrow on some of the things we'll be going over today. It's always disconcerting to me to try to summarize in only a few minutes what we spend a year doing, but that's part of what the exhibits were meant to do; and I'm hopeful that they gave you sort of a bird's eye view of some of our most important projects. I'm happy to note that we have several members of our Advisory Board here today. We also have the current President of the Arizona Library Association, and key people from the Friends of Arizona Archives. This is long so I'm going to thank them all for coming.

## **Digital Government Initiatives**

Wells: 2005 was quite a year for us. We received both National and International recognition for our work, especially in Digital Government. I presented a paper at the International Federation of Library Associations in Oslo, Norway. I did that, in part, because many of the Parliamentary librarians from the developing countries across the world were in the room; from places like Cameroon, and places like Chile and Bolivia. Places where they're just learning how to control their government information sent representatives to that meeting. I was hoping we could give them sort of a leap frog over some of the problems we've experienced in the past. The paper was indeed recommended for inclusion in the proceedings, so we're very hopeful about that. We also got very involved nationally in the devastation following the hurricane. At the time that Katrina hit, I was President of the Chief Library Officers and Richard Pearce-Moses on our staff just become President of the Society of American Archivists. So, we were pretty involved in trying to coordinate information, communications. Richard actually helped lead the first group of people to go into Mississippi area to go look at what had happened to the records. In the appendix is his report from that visit and some of the pictorial reviews. It was disturbing to see in some cases all that was left was of the City Hall, not to mention the city records, was the concrete stairway.

We also received an invitation from the Congressional Research Service - which was very unusual - in my 30 year career no other state library has been invited in one year to address the Congressional Research Service or the Association of research libraries, and we received all those over the course of this last year. I'm very happy to note that the national archivist, Dr. Allen Weinstein, has actually taken as one of his main thrusts, the coordination between the records associations nation-wide. Since we work so closely together across those three professions, we are helping him to spearhead that, so this is a really wonderful aspect of our work. We are also helping him develop archival skill sets for the 21<sup>st</sup> century. As you can imagine, technology has changed the way we do our work considerably.

## **Arizona Memory Project**

One of our favorite items that was in the demonstration is the Arizona Memory Project. (Refer to this little brochure in the front of your folder. It also has a description on page 19, which is in yellow. As I mentioned to you, Mr. Bennett, we are hoping through this project to receive grants funds, (so) the smaller institutions, especially in rural Arizona will be able to mount their unique content on the web in honor of the Centennial.

We will be able to give them this service so if they have a website it won't matter if they have much technological infrastructure. If they let us put their material on our database, it will look to their patrons as though it were at their site, and yet they don't have to worry about the migration and preservation issues.

## **School Readiness, Life Long Learning**

Wells: Again, in our exhibits (is) the School Readiness, ready to read, emerging literacy work that we've been doing - and the other end of time, the Life Long Learning post employment active adult services. You can't call them seniors. They don't like that! And they don't behave as what we used to think of as seniors. So, Mr. Brown, I have to tell you that the 60 is the new 40 so we attempt to spend a very long time with those issues. But that material and those projects received national acclaim and were part of a national conference both from the Institute of Museum and Library Services and most recently in Charleston.

## **Grants / Partnerships**

Wells: On page 22, in lavender, is the grant and donations information. We've gone through and summarized basically what we were able to raise for Arizona from 1997 to 2004. It's just over \$24 million. In pink, immediately following that, on page 45, is just this last year's total, which is over \$10 million, and then the grand total of \$34 million since 1997. That's my benchmark because that's when I came, so I'm very proud between that list and our Library Services in Technology Act funds, we have as raised as much money for the state of Arizona as we have cost the state of Arizona. I don't think there are too many agencies that can say that. We do try to get special grant funds for the special projects -especially things like the Arizona Memory Project, and some others that I'll talk, about because it does help us test new theories or test best practices.

On page 48, there is the summary of the e-rate and as you talk to our congressional delegation I hope you bear this chart in mind because that money is very important to Arizona libraries and the schools. We worked very hard for the libraries to bring that much money in and you can see when our staff started to get involved how those numbers went up. We haven't quite broken even yet with what Arizona pays the universal service fund, but we are working on it.

## **Court Records**

On page 49, in very carefully done parchment color paper, is a summary of what we were able to do with the courts this year. As most of you know, we don't have jurisdiction over court records. We have an advisory capacity and at one point there was a decision made to discard all of the older court cases. Those have very unique materials. We were able to work with the courts and then you all have passed the piece of legislation (SB-1272), so now that material will at least be evaluated and retained if at all possible. That is unique material and doesn't exist anywhere else.

## **Report of Accomplishments**

Our accomplishments are in tan and they go on for several pages and I'm certainly not going to make you go through all of them, but they are a good summary of all the things we did and how we spent our time. There is a numerical summary on page 68 and following, and that gives you an idea of the overall total of our performance measures. When I arrived in 1997, there were no performance measures so I can't really tell you very much about how we were doing except from what I have been told from the library community and the other communities. That is not very much. Last year, is calendar year 2004. We do them in 2 ways. We do them by calendar year because that is your term of office. The board goes January 1<sup>st</sup> to December 31<sup>st</sup> so in the calendar year 2004, we did over 87 million items of service. That means somebody got something from us. A photograph, a record schedule, a question answered or whatever. It is an apples and oranges number because we are an apples and oranges agency. So that's the aggregate.

There is a dip in fiscal 2005 and that represents the big bump we got in FY 2004 from the Declaration of Independence. I don't know if you all got a chance to see that when it was here, but it was an enormous group infusion of people for us. When you calculate our service deliverables by our general fund, we cost you 6.9 cents per deliverable. It was down from 9 cents several years ago so we are fortunately doing a little more with a lot less.

## **Centennial Update**

This centennial, we also have an exhibit about something that is very new to us. I'm glad, I know he's here. Richard Simms, is the chair of the Arizona Historical Advisory Commission, and he is the one struggling to lead us to plan for this centennial. I'm very grateful to him for his work and like you, Mr. President, the endless trips down the hill from Prescott.

I've enclosed the advisory commission membership list. On page 89, is a copy of the first push of websites. One of them we've shown you back there in motion. The minutes are also enclosed so you have a complete record of the work to date. That constitutes the report of the Arizona Historical Advisory Commission. We are very much still in working mode and hope to have some legacy criteria for you to look at in the near future. The museum here on page 124 in yellow is the summary of the feasibility study we received a small grant for. You have all been in the House (of Representatives) restored chamber and have held meetings there. It's our dream to raise money to infuse living history into that wonderful room. Children that come will be able to really experience some of the passion and wonder of the moments that made our statehood possible. We are hoping through multi-media and other ways to do that.

## **Library and Archives Snapshot: State Grants-in-Aid, Fiscal Staffing, Services Overview**

On page 125 and following, we share with you what we bring to our congressional delegation and try to help them understand what we do with the federal money they have to vote for in their district. That's what that summary is all about. We were fortunate last year we were able to meet with six of the congressional members and we went to visit with them in early May. Congressional funded programs pay for the statewide databases. If you're trying to incubate a small business in Wilcox, Parker or Nogales you have access to the same databases that are in metropolitan Phoenix. We've included some of the information and statistics on those.

One of the other examples of what we do with our federal money is right behind you. This enormous backdrop is what we brought to the Arizona Library Association. It is an online portal for all of our cultural community and it is a one stop shop for things like troubleshooting with technology, getting examples of best practices whether it's something like our post career adult work or early literacy or whatever someone else has developed. It also has a distant learning component. We have purchased 600 hours of actual credit time for people in Arizona, especially rural Arizona who may not get to universities to be able to complete some of their educational requirements online. We are one of only about 8 states who are taking advantage of this and we are very proud of it and hoping it will help increase access to our professions and improve services to end users!

On the downside we were not able to investigate US patent depository capacity when the Arizona State University had to give it up. So, Arizona is now, as I summarize on page 10 of my report with a little color graph that shows you the patent activity in Arizona, currently the only state without a patent depository library. We do send staff to be trained but could do no more than that.

On page 11 is a summary for you of all the motions you made back in August and in February and the status. I have to thank you, Mr. President, because your staff really did enter into the fray as we were trying to get the rules updated. We are finally completely up-to-date and available through the Secretary of State both online and in print. So Arizona people now have one stop shopping for rules. We're very, very grateful. That was an enormous job and we are happy to have it done.

State publications we will talk about under the action items. The Records Advisory Board. As you may remember, you encouraged them to seek additional federal funds to match the small fund of money we were able to squeeze out of our budget. We have received a lot of questions about

those applications and are hopeful they have been positively reviewed and we should now in the next couple of weeks. In the area of records recovery and confidentiality we did less well. As we had envisioned when we talked to you about these two issues in 2004, they ended up being very, very complicated. We are working with several members who are interested. Mr. Tibshraeny and Senator Leff, among others, were trying to figure out reasonable ways to approach these two issues. For the Centennial we talked about the Polly Rosenbaum building. The motion that you made in February, we also summarized briefly.

I guess that leads me to the concluding part of my report for you. And it's a note of some concern. In 1997 when I arrived I can remember vividly telling the Library Board that lack of space and proper facility for the collection and lack of staff were the two biggest issues facing this agency. We now have fewer staff than when I arrived in 1997. And we had no performance measures, so I can't tell you what we were doing back then, but I know how our performance measures have increased. Some of that's better accounting, no doubt about it, but some of it's also effort.

We lost 15 people in the hard times of 2002 and we have not regained any of them to speak of. In addition to the shortage of staff, we did a market study by profession and our core professions are working at an average of, in some cases - not so bad, 13% below market value in the surrounding area. But it goes to 69% below market value and that's a real problem for us. Our salaries are very well below what they should be. You know about the problems with the collections. You have seen the pictures over here. The Law Library when we had to close it and move a football field size library into the Capitol, which was already filled, has continued to cause crowding. The fire marshal is furious with us. We can't get to some of the materials. There are a lot of things at the Polly Rosenbaum building we worked so hard for, that could help us solve these problems. It is also real money out of pocket. Our TOSS, lovingly called TOSS or Temporary Off Site Storage, One and Two cost us alone a quarter million dollars, and keep six full time employees busy trucking stuff around. We know of agencies that are now spending up to \$1.5 million in addition to that for inadequate off site storage and rental space because we can't take their materials.

I thank you for all of your support on the Rosenbaum building and I'm hopeful that we will indeed work our way through all the questions and the worries about that. Finally the summaries of what I've said about staffing and also the summary about transfer and aid are on pages 139, 140 and 141.

If you flip back until just before the proposed motion on page 139, 140 and 141 are the three graphs that will show you our fiscal and staffing situation and our performance measures. On one final note, we did investigate, at the graciousness of Legislative Council, trying to go with a voice over IP technological improvement - which we need to do desperately both because the Department of Administration phone bill charges are going to bankrupt us, and also because we need the capacity for electronic records work. However, with all the uncertainties about the building and whose moving where and doing what, we couldn't afford to even ask you about the investment at this time. But, I would like to put a bookmark there for you. It is something this agency will desperately need to do as soon as we get all the other things straightened out and I'm very grateful for the Legislative Council's assistance in looking into it so we now know what's involved. With that, I'd be happy to answer any questions or give you anymore information.

Bennett: Any questions for the directors by the members of the Board?

Board: Nay

Bennett: Well done.

## **Action Items**

Wells: OK, Mr. President. Then we have the action items.

Bennett: Please proceed on to those.

## **Adopt State Agency Reports Reimbursement Fee Schedule**

Wells: OK, again a thank you for the legislation allowing us to ask state agencies for reimbursement of publication costs. It was something we talked to you about last year in the August meeting. Mr. Robson sponsored the bill that led to Chapter 151. Again I have to thank Legislative Council. They went through this painstakingly for us. I'm on page 143 in white. As you may remember it's very important to have digital government or digital information up on the web. If you stop and think, as we've had to, who puts the information up on the web versus who maintains agency websites? Agency webmasters are understandably worried about currency and ease of access. They are not worried about content, so when they refurbish a website or put up new content it's not their job to worry about what happens to what comes down. It's ours. For example, of 130 agency boards and commissions in 2004, only 14 annual reports were actually sent to us. Some of the others were up on the web and some weren't done. Not every agency remembers to do their annual report every year, but it is an enormous problem for us, just the finding of those reports and then the printing of those reports.

We tried to put together some cost figures for you. Out of the 4000 odd public reports and publications we are responsible for in any given year, it would cost us about \$116,000 to just find them if we aren't notified that they are up on the web. They should notify us per the law that you passed this year. There's another \$72,000 in new costs to us to print them off. So on page 145 we worked with our actual cost, our printing cost and binding cost to come up with this cost recovery fee schedule for your consideration.

I think it's important to note that if the agency, when we contact them is willing to work with us, they will never be charged. It's only for those agencies that when we call we say we found your web publication or received only one copy or we haven't received a copy that says "sorry were not going to be helpful because we don't want to be". Those people we'll be able to charge. Because we still have to find that stuff. We have to make it available. As your research units know, if they don't have it in house, the only chance they have to get previous reports or any kind of historic perspective is if we have it. So we've tried to keep this as reasonable as possible and we submit it for your consideration. It does require a board motion put in place per the legislation.

Bennett: Are there any questions on this proposed item? So GladysAnn, this is an inter-agency cost reimbursement structure and has nothing to do with what members of the public having to pay to get these materials?

Wells: No

Bennett: As long as the agencies have filed copies of their annual reports with the department, then there will not be a cost recovery required back from them.

Wells: Correct, absolutely. In addition, if they'll even just help us out when they put something on the Web, that still saves us that first \$116,000 looking for it. Now that is a little less a part of the problem because, as noted in some of the material that we have developed, the digital government information that I was talking to you about earlier, we've found some technological solutions, but there aren't enough to cover that kind of new out of pocket costs.

Bennett: OK, any other questions? Representative Brown. Would you make the motion to adopt the reimbursement fee schedule?

Brown: Yes, I make the following motion. The Arizona State Library, Archives and Public Records Board pursuant to ARS 35-103; 41-1335; 41-1345 and 41-1338 adopts the proposed state Agency Reports Reimbursement Fee Schedule.

Bennett: Mitchell do you second that?

Mitchell: I second that.

Bennett: Would you repeat it please?

Mitchell: Yes.

Bennett: All those in favor of that motion please say aye.

Board: Aye

Bennett: Opposed say Nay.

Board: No response.

Bennett: Do have it in so order.

### **Adopt State Library FY2007 Budget Request**

Bennett: OK, the fiscal year 2007 budget request.

Wells: Thank you, Mr. President. Per the discussions we've had, this is a very much a calculated budget based on out of pocket costs to the agency. The first thing I would like to bring to your attention is right after the proposed budget request tab, it's in blue - the development director.

Last year, the legislature asked for and the governor concurred with the additional funding for a development director for our office and our agency. Unfortunately, the full time employee was not added and so at the request of JLBC (Joint Legislative Budget Committee), I'd like this Board to reconfirm that was the intention. We recreated the language from the fiscal 2006 appropriation report on the top of page 147, so you can see that was indeed in the language and no one seems to know why the full time employee was not added.

Then we go into the actual request for additional general fund money. Number Two, Number Three and Number Four would be general funds. The technological and electronic infrastructure represents real increases. As we mentioned in the text, the last time we received any help with this cost was back in 2001-2002, and there was about \$62,000 that year. It's now \$128,000 and we don't have the resources to cover that. When you stop and think of the work we do, even our online catalog cost us \$46,000 in maintenance fees. Every telephone, every computer, every Xerox machine let alone our electronic records work and our digital content that we make available to our whole state and to the members, is what comes under that heading. Quote budget, knowing you've seen the graphs before and they follow the budget request for the actual inflation and book materials.

Again, thank you. Last year, the legislature did increase our book budget for the first time in several years. But in fiscal year 2002, our book budget was half a million dollars. Even with last year's increase it is now only \$269,000 for the State Law Library collection, the Genealogy collection and the Arizona collection. To give you an idea, Mr. President, that's roughly about the

same amount of money as Prescott City Library, or Mr. Brown, Navajo County library district. It's not a lot of money for a book budget. This represents the actual calculated average inflation book materials per those graphs that we've included.

Risk management increased our charges by \$15,900 and that is the number 4 item that we are asking for some assistance. The total general fund request is \$101,200. It represents 1.6% of our general fund appropriation and it is calculated against just actual increases. Would you like to talk about that section of the request before I go on to the director of services fund?

Bennett: Well, if you could just give us a dollar overview of the base budget to which these additional requests are being added.

Wells: In the back pocket of your folder you should have the appropriations report. That should help you. It will give you the whole breakdown, as well as the chart on page 140 that is also a good summary.

Bennett: Any question from Board members on the overall? OK, if you will proceed GladysAnn.

Wells: The next two items are in our revenue fund. As you know, we do charge agencies for some of the records work we do. We do not charge for training. We do not charge for consultation, but we do charge for storage. The record services fund is therefore a revenue fund and the pictures behind me show you TOSS Two, the number 5 of the budget request. That is the off site record storage overflow facility, the second of that name. I hope I don't have to rename it POSS, which is permanent off site storage, but that's \$114,300 that we had not planned when we talked to you last. So that's one increase that we would like to make note for the budget folks. Then, last year they were kind enough to include a footnote that would allow us when we do have major increase to go back to the Joint Legislature Budget Committee and make an argument to use additional money only from that revenue fund. As it is an appropriated fund, we are very afraid we will have to find TOSS Three during this fiscal year, and therefore ask to have that footnote carried forward. So, it's actual again out of pocket, we are now spending \$114,300. We had not planned out of that revenue fund, and we are very worried we will have to fund another off site storage, a third facility. So, that's from the revenue fund.

Bennett: OK, is that it?

Wells: That's it.

Bennett: Any questions of the Director as to the 2007 fiscal budget year request? Is there a motion to approve?

Brown: Yes, present the following motion. The Arizona State Library and Public Records Board pursuant to ARS 41-1332 adopts the state library budget request, recommending it to the Joint Legislative Budget Committee and to the Appropriations committees.

Bennett: Is there a second to that motion?

Mitchell: Second

Bennett: Any discussion? All those in favor will please say aye.

Board: Aye

Bennett: Any opposed say nay. Appear to have it in so order. That means it's a recommendation.

Wells: Yes, sir.

Bennett: And we will do everything we can to deliver on the appropriations.

## **Closing Remarks Library Board members**

Wells: Thank you sir. Do you have any questions over the overall summary or any of the exhibits? Anything that I can answer for you?

Bennett: Any questions from board members or closing remarks?

Brown: Perfect job with limited resources, I appreciate it. Terrific.

Bennett: Let me say, as the President of the Board this year, on behalf of the Board, how much we appreciate what you do as the Director, but as to the Department in its entirety, not much can get done with one person. Even as energetic as you are GladysAnn, our compliments go out to the entire department and we appreciate what you do.

Let me just make a few comments related to the archives building. Might be a few people here wondering about that. According to the legislation that was passed by the Legislature and signed by the Governor, the next step in the process is for Legislative Council, which is a bipartisan group, made up between the House and Senate. Don't remember how many people. Believe it's between twelve and fourteen. Fourteen. Seven from the House and seven from the Senate. We have tentatively scheduled a meeting for next Wednesday, and at that meeting according to the legislation, the next step is for that entity to approve the procurement method for proceeding with the construction of the archives building. That action then goes to another committee of the legislature, House and the Senate, known as JCCR. Joint Committee on Capital Review. That committee, also made up of an equal number of the House and the Senate, has to review the recommendation from the Legislative Council as to the procurement. The Legislative Council also has a responsibility, according to the legislation, of recommending the scope, the purpose and the cost estimate for the facility, which also again goes to JCCR for its review.

At next week's meeting, since I chair the Legislative Council, my intent is that Legislative Council will do both of those actions that day: both the recommendation on the procurement method and the purpose and construction estimates. Both of those will then go to JCCR, hopefully very soon, for their review. Once that is accomplished whatever came from that decision can move forward. That is my interpretation, and I think that is shared by many, that the legislation passed within the last couple of years already established the site of the facility according to the Capitol Mall plan. Absent a different decision made by the Legislature, agreed to by the Governor, that decision still is in effect, and recommendation from this board last February still stands.

The recommendation we made last February was an amount of about \$35.7 million, and the appropriations that was made this past session was two appropriations of \$15 million for a total of \$30 million. So we have some work to do on reconciling \$30 million in appropriations and \$35.7 million in planned construction cost.

We hope to take those next steps very soon, and it's my goal and I think it's shared by the Board as a whole, and even Speaker Weiers who I know had concerns about the direction we were heading. I think it's everyone's goal to secure our records in this state much, much better than what we currently are or have been doing. I think the future is bright to get that building constructed as soon as possible. Sometimes these discussions, reconsiderations and thoughts of what we doing the right thing come up, and it's just respectful of all those who have those thoughts, that we go through that process and allow those things to be expressed, brought forward and discussed. And then we'll make those decisions to accommodate those however we can and still in one way or another move forward. If that's helpful at all, I just wanted to offer that.

As I said, that meeting is tentatively scheduled for next Wednesday at the Legislative Council level.

Representative Brown.

Brown: I think you have presented the facts pretty straight. I sit on the JCCR meeting committee and the thing that bothers me the most is how much money it's costing us to delay. We talk about economy and government, and this is going exactly the opposite of what it should be. The fact that we may lose the \$2 million dollars we were working on plans for the present site, has to be accounted for someplace.

The amount of money we spend for storing these records is just astounding to me. They could use my garage. We're talking big space areas and big money. We've just got to do something to make this move along because the longer we delay the more we lose and the less we will get for our dollars. I want to commend President Bennett for working hard and Senator Mitchell, I and others are bound and determined not to let this thing filter along the way longer than absolutely necessary. We are hopeful we can get things done and convince those that think we should have a garage over the House parking lot as being more important than storing our records.

I sit in the parking lot. They are two separate issues and we are mixing them up, which we shouldn't be. Two different issues entirely. Anyway, those of us that are here working hard trying to get something done and hopefully with us all working and with you folks keeping the pressure on some of those people who think we shouldn't go back and study more. We need to keep working on them to get this job done.

We passed it last year, thought it was done; thought it was complete, and all of a sudden we found out it wasn't complete as we thought. Anyway, we will work to seeing it to completion and congratulate all of you that work over here and work with GladysAnn – you are doing a tremendous job and we need to show more appreciation to you. Thanks a million.

## **Adjournment**

Bennett: Thank you Representative. Any other comments or questions?

This meeting is adjourned!